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<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Call to Order</td>
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<td>2</td>
<td>Moment of Silence</td>
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<td>3</td>
<td>Pledge of Allegiance</td>
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<tr>
<td>4</td>
<td>Welcome to the People’s House!</td>
<td>A reminder that City Hall exists for, of and by the people of our City and is inclusive of ALL!! Council and staff are here to SERVE YOU and to create a welcoming, inclusive, safe, and thriving environment for ALL to enjoy as you live, work, play, volunteer, visit, learn and participate in decision making in our great City!!</td>
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<tr>
<td>5</td>
<td>Recognition – Firefighters</td>
<td>Council to recognize Salisbury Firefighters and their efforts in rescuing two skydivers who were suspended 40’ above ground in trees after their parachutes malfunctioned.</td>
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<td>6</td>
<td>Proclamation(s):</td>
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<td>MENTAL HEALTH MONTH</td>
<td>May, 2018</td>
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<td>POLICE OFFICERS’ MEMORIAL DAY</td>
<td>May 15, 2018</td>
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<td>NATIONAL POLICE WEEK</td>
<td>May 13-19, 2018</td>
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<td>ARMED FORCES DAY</td>
<td>May 19, 2018</td>
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<td>NATIONAL PUBLIC WORKS WEEK</td>
<td>May 20-26, 2018</td>
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<td>VETERANS MEMORIAL DAY</td>
<td>May 28, 2018</td>
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<td>7</td>
<td>Consent Agenda</td>
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<tr>
<td>(a)</td>
<td>Minutes.</td>
<td>Adopt Minutes of the Regular meeting of April 17, 2018.</td>
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<td><strong>(b)</strong></td>
<td><strong>Budget Amendment – Community Development Block Grant Fund.</strong></td>
<td>Requestor(s): Planning and Community Development – Janet Gapen</td>
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<td><strong>(c)</strong></td>
<td><strong>Resolution – Law Enforcement Mutual Assistance Agreement.</strong></td>
<td>Requestor(s): Police department - Chief Jerry Stokes</td>
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<td><strong>(d)</strong></td>
<td><strong>Sale of Surplus Property.</strong></td>
<td>Requestor(s): Finance – Shannon Moore</td>
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<tr>
<td><strong>8</strong></td>
<td><strong>Presentation – Refinancing of Debt for Fibrant</strong></td>
<td>Requestor(s): Finance – Shannon Moore</td>
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</tbody>
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| **9** | **Update – Federal BJA Grant Submission.** | Requestor(s): Police - Chief Jerry Stokes  
**Presenter(s): Chief Jerry Stokes** | Council to receive an overview of grant funding from the Bureau of Justice Assistance (BJA) and information from Department of Justice (DOJ) programs. |
| **10** | **Report – New housing rehabilitation pilot program.** | Requestor(s): Planning and Community Development – Janet Gapen  
**Presenter(s): Janet Gapen** | Council to receive a report on a new pilot program for housing rehabilitation. |
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<th>Requestor(s):</th>
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<tr>
<td></td>
<td></td>
<td>Mayor Heggins and Councilmember Alexander</td>
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<tr>
<td>12</td>
<td>Presentation – KKA Architecture</td>
<td>Councilmember Alexander</td>
<td>Information regarding the services rendered by KKA Architecture, PA pertaining to the Salisbury Customer Service Center.</td>
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<tr>
<td>13</td>
<td>Appointments to Boards and Commissions.</td>
<td></td>
<td>Council to consider making appointments to various boards and commissions.</td>
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<tr>
<td>14</td>
<td>Public Comment.</td>
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<td>Council to receive public comment. Public comment will be opened at approximately 6:00 p.m. or at the end of the meeting, whichever comes first.</td>
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<tr>
<td>15</td>
<td>City Manager’s Report.</td>
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<td>(a) Presentation – FY18-2019 Proposed Budget.</td>
<td>Lane Bailey</td>
<td>Council to receive a presentation for FY18-19 proposed budget and consider setting a date for a public hearing.</td>
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<td>(b) Update – Cheerwine Festival.</td>
<td>Parks and Recreation, Communications and Downtown Salisbury, Inc.</td>
<td>Council to receive an update on Cheerwine Festival.</td>
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<td>Larissa Harper, Linda McElroy, and Nick Aceves</td>
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<td>Announcements.</td>
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<tr>
<td>(a)</td>
<td>The Dixonville-Lincoln Memorial Project Task Force will host “Ministers of Comedy” Thursday, May 17, 2018 at 6:00 p.m. at the Salisbury Civic Center. Come laugh with the community and local pastors. Tickets are $10 and will be available for purchase at the door. To purchase tickets in advance please call (704) 252-1630 or (704) 645-8710. Ticket sales will benefit the Dixonville-Lincoln Memorial. The event is open to the public.</td>
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<td>(b)</td>
<td>The Salisbury Parks and Recreation will host &quot;Movies in the Park&quot; Friday, May 25, 2018 at City Park where the movie &quot;Beauty and the Beast&quot; will begin at 9:00 p.m. The event is free and open to the public, and concessions will be available for purchase. For more information contact Parks and Recreation at 704-216-PLAY.</td>
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<td>(c)</td>
<td>The 2018 Blockwork event has been scheduled for Saturday, October 27, 2018, on National Make a Difference Day. Applications are now being accepted for neighborhood participation through the Community Planning Office. Applications and guidelines are available online at <a href="http://www.salisburync.gov/Blockwork">www.salisburync.gov/Blockwork</a>. All applications are due by June 15, 2018.</td>
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<tr>
<td>17</td>
<td>Council’s Comments.</td>
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<td>18</td>
<td>Mayor Pro Tem Comments.</td>
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<td>19</td>
<td>Mayor’s Comments.</td>
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<tr>
<td>20</td>
<td>Closed Session.</td>
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<tr>
<td>21</td>
<td>Adjourn.</td>
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**Salisbury City Council**

**Agenda Item Request Form**

Please Select Submission Category:  
- [ ] Public
- [ ] Council
- [ ] Manager
- [x] Staff

Requested Council Meeting Date:  
May 15, 2018

Name of Group(s) or Individual(s) Making Request:  
Fire Department

Name of Presenter(s):  
Fire Chief Bob Parnell

Requested Agenda Item:  
Recognition of Firefighters and Skydiver Rescue

Description of Requested Agenda Item:  
Recognition of Firefighters and their efforts in rescuing two skydivers who were suspended 40-feet above ground in trees after a parachute malfunction.

Attachments:  
- [ ] Yes  
- [x] No

Fiscal Note:  
(If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  
(Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:  
David Morris; 704-638-5360

- [ ] Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)
- [x] Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

<table>
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<tr>
<th>Finance Manager Signature</th>
<th>Department Head Signature</th>
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<th>Budget Manager Signature</th>
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****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

- [ ] Approved  
- [ ] Declined

Reason:
REGULAR MEETING

PRESENT: Mayor Al Heggins, Presiding; Mayor Pro Tem David Post; Council Members William Brian Miller and Tamara Sheffield; City Manager W. Lane Bailey; City Clerk Diane Gilmore, and City Attorney F. Rivers Lawther, Jr.

ABSENT: Councilmember Karen Alexander.

Salisbury City Council met in Council Chambers in City Hall located at 217 South Main Street. The meeting was called to order by Mayor Heggins at 5:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Heggins led those present in the Pledge of Allegiance to the United States flag.

RECOGNITION OF VISITORS

Mayor Heggins welcomed all visitors present. She noted Councilmember Alexander is in India where she will receive an honorary doctorate degree.

CHANGES TO THE AGENDA

Mayor Heggins noted the following changes to the Agenda:

Add a motion to appoint the City Attorney to the City Manager’s Report.

CONSENT AGENDA

(a) Minutes
Approve Minutes of the Regular meeting of March 20, 2018.

(b) J.C. Price Legion Post Memorial Week Celebration

Approve a temporary use, with conditions, for a carnival to operate at the J.C. Price Legion Post, 1433 Old Wilkesboro Road, for its annual Memorial Week Celebration.

(c) Sale of Surplus Property

Approve the sale of a surplus fire truck to Town of Spencer for $29,900.

(d) Grant Application PARTF

Approve an application for the Parks and Recreation Trust Fund Grant (PARTF) in the amount of $350,000.

(e) Ordinance – Amending Chapter 13

Adopt an Ordinance amending Chapter 13, Article X, of the Code of the City of Salisbury to correct wording and a definition in the Code.

ORDINANCE AMENDING CHAPTER 13, ARTICLE X, OF THE CODE OF THE CITY OF SALISBURY, RELATING TO SCHEDULES.

(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 45, and is known as Ordinance 2018-17.)

(f) Resolution – Voluntary Annexation

Receive a request for the voluntary annexation of 29.57 acres, Drummond Village Phase 2 identified as Tax Map 065 part of Parcel 431, and adopt a Resolution instructing the City Clerk to investigate the sufficiency of the request.

RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-58.1, FOR VOLUNTARY ANNEXATION OF 29.57 ACRES (DRUMMOND VILLAGE PHASE 2), LOCATED OFF EARNHARDT ROAD AND IDENTIFIED ON TAX MAP 065 PARCEL 431

(The above Resolution is recorded in full in Resolution Book No. 15 at Page No. 15, and is known as Resolution 2018-09.)

Thereupon, Ms. Sheffield made a motion to adopt the Consent Agenda as presented. Mayor Pro Tem Post seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE. (4-0)
UPDATE – POLICE CHEIF

Police Chief Jerry Stokes addressed Council regarding staffing and crime statistics for the first quarter of 2018. He pointed out the Police Department currently has seven vacancies and is 91.4% staffed in sworn positions. He reviewed the unfilled positions, and he pointed out the Police Department should not need Rowan County Deputies to supplement Police Department staffing after May 1, 2018. He thanked the Rowan County Sheriff’s Office for the assistance it is providing to the City.

Chief Stokes reviewed crime statistics for the first quarter of 2017 and 2018, and he pointed out a decrease in overall crime. He noted the Police Department is closely monitoring robberies which increased from the previous year. He stated violent crime has decreased 15% and shots fired calls have decreased 52.5% when compared to the first quarter of 2017.

Chief Stokes noted a recent increase in property crimes, and he indicated suspects believed to be responsible for multiples offenses have been arrested. He stated violent and property crimes have decreased 7.5% when compared with the first quarter of 2017.

Councilmember Miller asked if the Police Department is still conducting foot patrols. Chief Stokes agreed, and he pointed out when commercial burglaries in the City began to increase foot patrols were focused on the areas of concern.

Mayor Heggins thanked Chief Stokes for his presentation.

PUBLIC STREET FESTIVALS AND SPECIAL EVENTS

Councilmember Miller reviewed the proposed revisions to the Special Events Ordinance. He noted the Special Events Ordinance was reviewed in 2017, but it included an element of free speech. He added the Council Committee worked to separate the free speech and special event sections of the Ordinance. He explained the information before Council only includes the special event language, and he pointed out the free speech portion of the Ordinance will come before Council as a separate issue.

Councilmember Miller explained the Council Committee is working on the free speech portion of the Ordinance, but it is incomplete. He noted the item before Council is essentially the same as the information Council reviewed in 2017 with the free speech demonstration omitted. He commented the information was edited for readability, but the intent and form is essentially the same.

Mayor Pro Tem Post pointed out the Council Committee was established in November 2016 and it conducted 10 meetings that had a total participation of 150 to 200 citizens. He noted at the end of the process everyone was in support of the proposal, and he recommended Council approve the Ordinance.
Councilmember Sheffield stated she attended the first meeting and was part of the process until she was elected to Council. She recognized Mayor Post Tem Post and Councilmember Miller for their diligence and patience throughout the process, and she thanked the citizens for their participation. She agreed that separating the special events and free speech sections of the Ordinance is the best way to proceed.

(b) Mayor Heggins convened a public hearing, after due notice thereof, to receive comments regarding the Special Events Ordinance.

Ms. Renee McNutt commended Mayor Pro Tem Post and Councilmembers Miller and Sheffield for their work on the Special Event Ordinance. She thanked the Committee for working to separate the special events and free speech sections of the Ordinance. She requested the notices be modified so the public will be aware the free speech sections of the Ordinance are being addressed.

Ms. Dottie Hoyt thanked Mayor Pro Tem Post and Councilmember Miller for their work on the Council Committee, and she pointed out members of the community were always welcome to attend the meetings. She requested the committee members explain the fee schedule to the public.

There being no one else to address Council, Mayor Heggins closed the public hearing.

Mayor Pro Tem Post made a motion to adopt an Ordinance amending Chapter 22, Article VI, of the Code of the City of Salisbury relating to Public Street Festivals and Special Events. Councilmember Miller seconded the motion.

Mayor Pro Tem Post explained the Special Event fee has been $25 for the last 40 years regardless of the event, and he pointed out the costs to the City are significantly higher. He noted the original draft created a list of fees based on the usage of City property, but the draft was met with resistance so a $50 flat fee plus the possible cost of City property was recommended. Councilmember Miller pointed out a 60-day lead time is required for special events to allow for street closures, and he noted the possibility of additional cost if security is needed for an event.

Councilmember Sheffield asked when the application guide will be completed. Councilmember Miller asked when the Ordinance will be enforced if it passes today. City Manager Lane Bailey noted the Ordinance will be enforced as soon as it is adopted. He pointed out the City has not followed the free speech portion of the Ordinance for the last several years to allow citizens more opportunities for expression. He noted the application guide will be available as soon as possible. Councilmember Miller indicated planned events will not be interrupted if the City passes the proposed Ordinance.

Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE. (4-0)

ORDINANCE AMENDING CHAPTER 22, ARTICLE VI, OF THE CODE OF THE CITY OF SALISBURY, RELATING TO PUBLIC STREET FESTIVALS AND SPECIAL EVENTS
(The above Ordinance is recorded in full in Ordinance Book No. 27 at Page No. 46-50, and is known as Ordinance 2018-18.)

Mayor Heggins thanked Mayor Pro Tem Post and Councilmember Miller for serving on the Committee, and she noted the outstanding public participation throughout the process. Mayor Pro Tem Post stated the first meeting regarding the free speech section of the Ordinance will take place after the May 8, 2018 election and a date should be announced at the next Council meeting.

**GOLF CARTS ON PUBLIC ROADWAYS**

Mayor Pro Tem Post asked if citizens in the audience will be allowed to address Council regarding golf carts on public roadways. He then asked if Council can adopt the Ordinance without public comments. City Attorney Rivers Lawther explained Council can conduct a public hearing if it chooses to, but there is no State Statute that requires a public hearing regarding golf carts on public roadways. Mayor Pro Tem Post asked if Council can amend the Agenda to include public comments for this issue. Councilmember Miller asked if the public hearing would have to be noticed. Mr. Lawther stated the public hearing would not have to be noticed because it is not required by State Statute.

By consensus, Council agreed to add a public hearing regarding the use of golf carts on public roadways to the Agenda.

Traffic Engineering Coordinator Vickie Eddleman addressed Council regarding the proposed use of golf carts on public roadways. She explained golf carts would be allowed on streets with a posted speed limit of 35 mph or less, except for roadways identified in the Comprehensive Transportation Plan (CTP) including, but not limited to, all or portions of: Innes, Main, Fulton, Monroe, Horah, Long, Jackson and Grove Streets, Lincolnton Road, Old Concord Road, Martin Luther King, Jr. Avenue, Mahaley Avenue, Newsome Road and Enon Church Road. She pointed out golf carts would also be restricted from traveling on Mocksville Avenue, West Henderson Street from North Main Street to Confederate Avenue, Morlan Park Road, and Avalon Drive. She indicated the hospital would be allowed to use carts on Mocksville Avenue and West Henderson Street for hospital operations. She commented golf carts are allowed to cross a roadway with a speed limit greater than 35 mph as long as the roadway is no wider than three lanes.

Ms. Eddleman noted staff recommends adopting the Ordinance and allowing staff to evaluate situations that arise on a case-by-case basis due to safety concerns in specific areas. She pointed out the operator of the golf cart must carry liability insurance, be at least 16 years of age, a licensed driver and have their driver’s license with them while operating the golf cart. She indicated anyone operating a golf cart on a public street must adhere to State and local laws that apply to motor vehicles.

Ms. Eddleman explained golf carts must stay on the right side of the roadway and would not be allowed to exceed 20 mph on public streets. She indicated golf carts must yield to pedestrians and vehicular traffic at intersections. She stated golf cart are not allowed on City
sidewalks, the grass of public parks, the Salisbury Greenway or other public trails not designed for golf carts. She commented golf carts must obey parking rules and park to allow more than one golf cart per parking space.

Ms. Eddleman pointed out the golf cart must include safety equipment provided by the manufacturer and if used at night head and tail lights must be visible for 500-feet. She noted the Town of Spencer requires golf carts to be registered and inspected, and she indicated the golf carts can be used in either jurisdiction if the Code for each is followed.

Mayor Pro Tem Post asked if golf carts are allowed to make left turns. City Engineer Wendy explained golf carts would be expected to follow safety procedures when making a left turn. Mayor Pro Tem Post noted one of the objectives is to move people into the downtown business district. Ms. Brindle agreed, and she pointed out the City has a grid street system which would allow citizens to avoid major roadways such as Innes and Main Streets. She referenced the CTP, and she pointed out major and minor thoroughfares do not allow golf carts. She added citizens may request to use golf carts on minor thoroughfares, and staff would like to evaluate each situation on a case-by-case basis. She noted adoption of the Ordinance would allow citizens to use their golf carts in most neighborhoods.

Councilmember Miller stated the current Ordinance does not allow golf carts on public streets. Ms. Brindle agreed. Councilmember Miller pointed out some golf courses in the City require the golf carts to travel public streets at certain points to get to the next hole on the course. He asked about the insurance requirements for golfers using a golf cart to use a public street during their golf game. Ms. Brindle stated a citizen can cross a public street during their golf game, but they cannot travel on the street. Councilmember Miller asked if Police Chief Jerry Stokes was consulted and if an exception needs to be included in the Ordinance to allow golf carts to travel a small section of a public street during a golf game.

Chief Stokes stated he worked with Ms. Brindle and Ms. Eddleman on the proposal. He agreed that situations will need to be reviewed on a case-by-case basis.

Councilmember Miller asked if a registration process would help ensure citizens are aware of the requirements and safety provisions to use a golf cart in the City. Chief Stokes pointed out golf cart registrations would create an extra work load for Police Department staffing. Councilmember Miller indicated he is concerned that citizens will travel uptown in a golf cart that does not have head or taillights and create a public safety hazard. He questioned how the requirements of the Ordinance will be enforced. Chief Stokes pointed out citizens who live on the golf course want to use their golf carts to travel from their home to the golf course and downtown businesses are requesting the use of golf carts for downtown events. Councilmember Miller stated he is okay with golf carts being used in neighborhoods, but he is concerned about golf carts on busy City streets.

Mayor Pro Tem Post asked how many tickets have been written to citizens using golf carts on public streets in golfing communities. Chief Stokes noted he cannot recall any tickets being written to citizens on golf carts.
Councilmember Sheffield asked to review the streets where golf carts will not be allowed. Ms. Eddleman noted golf carts will not be allowed on Innes, Main, Fulton, Monroe, and Horah Streets, Lincolnton Road, Long Street, Old Concord Road, Martin Luther King, Jr. Avenue, Jackson, Grove, and Mahaley Streets, Newsome Road and Enon Church Roads. She stated golf carts will not be allowed on Mocksville Avenue, West Henderson Street from North Main Street to Confederate Avenue, East Henderson Street (restricted on the CTP), Morlan Park Road and Avalon Drive. Councilmember Miller pointed out citizens currently use golf carts on Mocksville Avenue from Eagle Heights and Country Club Hills to the golf course and those citizens would be in violation of the proposed Ordinance.

Councilmember Sheffield asked how the Ordinance will be enforced and how proof of insurance will be recorded. Chief Stokes stated he is unsure how the City will enforce the registration and safety issues. Councilmember Sheffield noted the overall concern is safety, and she pointed out the City is three times larger than neighboring towns and cities that have adopted similar Ordinances. Chief Stokes explained when the State allowed motorized scooters on roadways it had to add restrictions to its Ordinance.

(b) Mayor Heggins convened a public hearing to receive comments regarding the proposed use of golf carts on public streets.

Mr. Mike Wietzel, owner of Go Burrito, referenced ordinances in municipalities and counties throughout the State that legalized golf carts. He stated if Cary and Kannapolis can consider a Golf Cart Ordinance the City should also consider the Ordinance. He added the State has provided a template for Golf Cart Ordinances and local businesses need to bring customers to their businesses. He asked Council to approve the Ordinance for local businesses and citizens.

Mr. Steve Cobb, 326 West Bank Street, stated the City should deny an Ordinance allowing the use of golf carts on public streets. He added local municipalities that adopted a similar Ordinance are much smaller than the City, and golf carts traveling 20 mph on 35 mph streets will add to the congestion. He commented golf carts do not have the safety protection that is found in motor vehicles. He added the regulations in China Grove call for golf carts to be register, equipped with turn signals and have brake lights just like a car. He suggested the proposed Ordinance should require helmets as mandated for motorcycles and mopeds. He referenced a section in the proposed Ordinance that states “golf carts are not designed or manufactured to be used on public streets and the City of Salisbury in no way advocates or endorses their use on roads.” He asked Council to deny the request.

There being no one else to address Council, Mayor Heggins closed the public hearing.

Mayor Pro Tem Post suggested setting up a Council Committee to study the proposed Ordinance and inviting the public to participate in the discussion.

Mayor Heggins stated she is concerned about public safety if golf carts are permitted on City streets, and she questioned how effective the Ordinance would be if the City is not able to enforce it.
City Manager Lane Bailey clarified enforcing the proposed Golf Cart Ordinance would be a lower priority for the Police Department, but action would be taken if any vehicle was operating in an unsafe manner. He noted the City has never written a ticket to a citizen riding a golf cart on a public street which indicates it has not been a problem in the past.

Councilmember Miller noted he wants to be sensitive to the business community, but additional action is needed before the proposed Ordinance can be adopted.

Councilmember Miller made a motion to refer the proposal to a Council Committee to address public safety and to accomplish the desires of the business community.

Mayor Heggins asked if members of Council would be willing to serve on the Council Committee. Mayor Pro Tem Post and Councilmember Miller agreed to serve on the Council Committee.

Mayor Pro Tem Post seconded the motion.

Councilmember Miller requested Downtown Salisbury, Inc. (DSI) Director Larissa Harper work with the DSI Board to provide input to the Council Committee. He noted the Committee meetings will be open to the public, and he invited everyone to attend.

Councilmember Sheffield requested the Council Committee schedule the meetings when downtown merchants can attend.

Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE (4-0)

UPDATE – SUGGESTED RULES OF PROCEDURE

Mayor Heggins noted Councilmember Alexander is a member of the Suggested Rules of Procedure Council Committee. She requested Council consider moving the update regarding the Suggested Rules of Procedure to Council’s May 15, 2018 meeting.

By consensus, Council agreed to move the update regarding Suggested Rules of Procedure to Council’s May 15, 2018 meeting.

PUBLIC COMMENT

Mayor Heggins opened the floor to receive public comments.

Mr. Ronnie Smith, on behalf of Rowan County Veterans, thanked Council for its support of enhancements to the National Cemetery, and he noted the month May is observed as National Military Month. He stated a Memorial Day ceremony will be held Monday, May 28, 2018 at the National Cemetery, and he encouraged citizens to attend.
Ms. Melissa Summers, President of the Thelma Smith Foundation South Branch, asked Council to work with landlords and tenants to help provide a better quality of life for renters in the City. She reviewed sections of the North Carolina Attorney General Landlords’ Maintenance and Repair Duties booklet.

City Manager Lane Bailey asked Planning Director Janet Gapen to connect Ms. Summers with the Code Enforcement staff who are involved in minimum housing standards in the City.

Mayor Pro Tem Post referenced the North Carolina General statute read by Ms. Summer, and he noted North Carolina has one of the most tenant friendly statues in the Country. He explained tenants have the ability to enforce the statue against landlords, and he questioned how a municipality could offer additional support.

Mayor Heggins commented the City has a responsibility to explore every option to provide fair, safe and affordable housing to its citizens.

Mr. John Struzick reviewed the United Way’s mission statement, and he stated the United Way of Rowan County provides support throughout the community. He added United Way agencies served 71,972 community members with the help of 93,351 volunteer hours in 2017.

Ms. Shelia Sapp, Executive Director of the Arc of Rowan, explained the Arc is a United Way Agency and has been a part of Rowan County for 64 years. She reviewed services that the Arc provides to the community.

Ms. Latasha Wilks shared her concern regarding a comment pertaining to a privacy fence along the 80-unit apartment complex being built on Statesville Boulevard. She stated Fire Water is a great place to conduct business meetings, and she recommended local businesses Mean Mug and Koco Java to citizens.

Ms. Carolyn Logan expressed concerns about a comment in reference to diversity, and she added there is a need to respect everyone.

Mayor Heggins thanked Ms. Logan for speaking, and she commented there is a need to respect each other and be mindful of our words when speaking to one another.

Mr. Geoffrey Hoy commented he is Chair of the Rowan County Democratic Party, and he referenced a Resolution approved by the Rowan County Democratic Party regarding residents who participate in the Temporary Protective Status (TPS).

Ms. Lillian Spears explained TPS is a system to legalize citizenship. She commented on July 4, 2018 Honduras will end its longest running TPS, and she noted United States citizens with TPS will no longer have a valid driver’s license and their legal status will change. She thanked Council for allowing her to speak.

Mayor Heggins asked Ms. Spears if a Resolution could help support the TPS movement.
There being no one else to address Council, Mayor Heggins closed the public comment session.

BOARDS AND COMMISSIONS

There were no appointments.

CITY MANAGER’S REPORT

City Manager Lane Bailey presented a staff initiative to Council that would create a town hall type discussion and dinner for the public. He commented the discussion series would be called “Chit, Chat, and Chew.” Mr. Bailey stated the first meeting will be held Thursday, May 24, 2018 at City Park Center at 5:15 p.m. Mayor Heggins asked which staff members are working on “Chit, Chat, and Chew.” Mr. Bailey noted Assistant to the City Manager Kelly Baker and Communications Director Linda McElroy have lead the staff initiative. Mr. Bailey added meeting topics may vary and it would provide an opportunity to hear from the community. Mayor Heggins asked if topics are selected by the community. Mr. Bailey noted some of the topics would be from citizen conversations with staff, and he commented the meeting discussions could vary as needs are presented. Mayor Heggins asked if meeting dates had been presented to Council members. Mr. Bailey commented the meetings are in the early stages of planning and could be adjusted if needed.

Mr. Bailey asked if Wednesday, May 9, 2018 would work for a follow-up meeting regarding the goals suggested by Council at its Planning Retreat. He commented staff is working to allocate funding and staff time for the goals proposed by Council. He indicated Council would work with Warren Miller of Fountainworks to prioritize and move the goals forward. Mayor Pro Tem Post asked if a meeting time had been set. Mr. Bailey indicated the meeting could start at 2:00 p.m. Mayor Heggins asked when Mr. Miller would report back to Council with the City’s Vision and Mission Plan, and she asked if Mr. Miller could email the Vision and Mission Plan to Council. Mr. Bailey indicated the youth initiatives would require a joint meeting with the Board of Education. He stated he spoke with Rowan-Salisbury School Superintendent Dr. Lynn Moody, and she suggested the afternoon of Monday, May 14, 2018. Council discussed holding the meeting after 2:00 p.m. on May 14, 2018.

Mr. Bailey informed Council and the public there will be an open house Wednesday, April 18, 2018 at New Sarum Brewing from 4:00 p.m. until 8:00 p.m. regarding the Fibrant lease. He noted the open house will provide the public an opportunity to ask Hotwire Communication representatives questions regarding the Fibrant lease.

Mr. Bailey announced Attorney Graham Corriher will begin his employment with the City on July 1, 2018 as City Attorney.

Mayor Heggins invited Mr. Corriher to address Council. Mr. Corriher thanked Council for the appointment, and he added he is excited to work with Council, City Manager Bailey and City
Clerk Diane Gilmore. He thanked current City Attorney Rivers Lawther for his support and guidance.

Mayor Heggins asked if a motion would be needed for the appointment of the new City Attorney.

Councilmember Sheffield made motion to appoint Graham Corriher as City Attorney effective July 1, 2018. Councilmember Miller seconded the motion. Mayor Heggins and Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE. (4-0)

ANNOUNCEMENTS

Communications Director Linda McElroy announced The Salisbury Police Department Foot Pursuit 5K Run and Health Walk will be held Saturday, May, 12, 2018 at 7:00 p.m. starting and ending at the Salisbury Police Department. This 3.1 mile race will kick off the 2018 National Police Week commemorations. This event is sponsored by the Salisbury Police Department and Salisbury Rowan Runners, and is expected to become an annual event for the community. Sponsors are delighted to be teaming up with North Carolina Special Olympics as a race beneficiary. Sign-up online at http://salisburyrowanrunners.org and follow the link in the Event Calendar.

COUNCIL COMMENTS

Councilmember Sheffield indicated at a previous meeting a citizen shared concerns regarding the consequences that words have on other people, and she requested people be mindful of their words.

MAYOR PRO TEM COMMENTS

Mayor Pro Tem Post announced a Fibrant Hack-a-Thon event will be held Saturday, April 21, 2018 from noon until 3:30 p.m. at City Hall in Council Chambers. He added the event is open to children ages 13 to 22. He thanked the City and local schools for their participation in the Fibrant event.

MAYOR’S COMMENTS


Mayor Heggins stated she visited six rental homes that were substandard, and she commented the City must do all it can to promote fair housing for all citizens.
Mayors Heggins thanked Councilmember Sheffield for sharing her concerns regarding people’s words, and she noted we must all work together to make the City a better place.

CLOSED SESSION

Mayor Heggins requested a motion to go into closed session.

Councilmember Miller asked Council to consider postponing the closed session regarding the City Manager’s performance evaluation until all Councilmembers are present. Mayor Heggins asked that Council continue with the closed session to provide information to the City Manager and then have a discussion with the City Manager when the full Council is present.

Thereupon, Councilmember Miller made a motion to go into closed session concerning a personnel matter as allowed by NCGS 143-318.11(a)(6). Councilmember Sheffield seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE. (4-0)

RETURN TO OPEN SESSION

Thereupon, Mayor Heggins made a motion to return to open session. Mayor Pro Tem Post seconded the motion. Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Miller and Sheffield voted AYE. (4-0)

Mayor Heggins announced no action was taken in closed session.

ADJOURNMENT

Motion to adjourn the meeting was made by Councilmember Miller seconded by Mayor Pro Tem Post. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 7:26 p.m.

______________________________
Al Heggins, Mayor

______________________________
Diane Gilmore, City Clerk
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  ☒ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Janet Gapen, Community Planning Services Director

Name of Presenter(s):  Janet Gapen, Community Planning Services Director

Requested Agenda Item:  Council to consider appropriating Program Income received in the Community Development Block Grant Fund.

Description of Requested Agenda Item:  The City has sold a home to a first-time home buyer and received $120,977 from the sale. The home was purchased and rehabilitated with Community Development Block Grant funds. The City has also received approximately $20,000 more than the original budgeted from repayments of loans made to homeowners through the CDBG Fund. These proceeds will be used to pay for other CDBG rehabilitation projects.

Attachments:  ☒ Yes  □ No

Fiscal Note:  (If Fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents). The additional funds received will support the Community Development Block Grant Fund. The City will incur no additional costs due to the receipt of these funds.

Action Requested of Council for Agenda Item:  Council to consider approving a Budget Amendment Ordinance to appropriate Program Income received in the Community Development Block Grant Fund.

Contact Information for Group or Individual:  Janet Gapen, Community Planning Services Director

☒ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

________________________________________  ______________________________________
Finance Manager Signature                  Department Head Signature

________________________________________
Budget Manager Signature

***All agenda items must be submitted at least 7 days before the requested Council meeting date***

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined
AN ORDINANCE AMENDING THE 2017-18 BUDGET ORDINANCE
OF THE CITY OF SALISBURY, NORTH CAROLINA TO
APPROPRIATE CDBG PROGRAM INCOME

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

Section 1. The City has received Program Income from the sale of a home to first-time homebuyers. The City has also received Program Income from mortgage payments in excess of the amount budgeted. These funds need to be appropriated so that they can be legally expended.

Section 2. That the 2017-18 Budget Ordinance of the City of Salisbury, adopted on June 6, 2017, is hereby amended as follows:

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Increase line item 055-000-000-4813.00</td>
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<td>$120,977</td>
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<tr>
<td>Sale of Assets</td>
<td></td>
</tr>
</tbody>
</table>

Section 4. That all ordinances, or parts of ordinances, in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. That this ordinance shall be effective from and after its passage.
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: 5/15/18

Name of Group(s) or Individual(s) Making Request: Salisbury Police Department/Jerry Stokes

Name of Presenter(s): Chief Jerry Stokes

Requested Agenda Item: Resolution renewing authorization to enter a mutual aid agreement

Description of Requested Agenda Item: On June 6, 2017, Council approved a resolution that authorized the Police Chief of the City of Salisbury to enter into agreements for exchanging law enforcement officers, equipment or supplies in accordance with the provisions of North Carolina General Statute 160A-288. The agreement and authorization needs to be renewed for the next period of the agreement.

Attachments: ☒ Yes ☐ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: Approve resolution to allow the Salisbury Police Department, under the direction of the Police Chief, renew the mutual aid agreement.

Contact Information for Group or Individual: Chief Jerry Stokes 704-638-2133

☒ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

☐ Approved ☐ Declined

Reason:
REGIONAL LAW ENFORCEMENT
MUTUAL AID AGREEMENT

This Regional Law Enforcement Mutual Aid Agreement made and entered into this 1st day of
June 2015, by and between the law enforcement agencies listed in the attached “List of
Participating Agencies” and any other agencies added to this Agreement by amendment
(“Participating Agencies”).

BASIS FOR AGREEMENT

North Carolina General Statutes Sections 160A-288, 153A-212 and 90-95.2 allow and authorize
mutual aid assistance and cooperation between law enforcement agencies. The Participating
Agencies wish to provide temporary assistance to one another in enforcing the General
Statutes of North Carolina and acknowledge that this Agreement mutually benefits each
Participating Agency in the form of enhanced law enforcement capabilities and efficiency within
the jurisdiction of each Agency.

AGREEMENT

The Participating Agencies agree to the following terms and conditions:

1. REQUESTING ASSISTANCE

   a. REQUEST FOR ASSISTANCE. Under North Carolina General Statutes Sections 160A-288
and 90-95.2 any Participating Agency may request of the other the temporary lending of
personnel, equipment and supplies. Execution of this Agreement by each undersigned
agency constitutes and is deemed to be a standing request for assistance and an
agreement to lend assistance as personnel and equipment permit by each Participating
Agency.

   b. WRITTEN REQUEST. When temporary assistance is needed pursuant to this Agreement,
the head of the Requesting Agency shall notify the head of the Assisting Agency of the
need for such assistance and the requested assistance shall be provided if feasible to do
so. Such request shall be made in writing whenever possible. Notification by the Division
of Criminal Information (DCI) network shall be deemed written notification.

   In accordance with North Carolina General Statutes Section 90-95.2(b1) requests for
assistance shall be made by the head of an agency or an officer of the agency to whom
the head of the agency has delegated that authority, but only one officer within the
agency shall have the delegated authority at one time.

   The following sample statement used as part of a DCI message would satisfy the
statutory requirements for notification and may streamline the process:
Regional Law Enforcement
Mutual Aid Agreement
June 1, 2015

The [REQUESTING AGENCY NAME] acting under the authority of [REQUESTING AGENCY DIRECTOR AND TITLE] is requesting mutual aid assistance from the [ASSISTING AGENCY NAME]. The [REQUESTING AGENCY] requests [RESOURCES] to assist at [LOCATION]. The duration of this aid shall be [TIME FRAME].

c. EMERGENCY REQUEST. In an emergency situation, the notification of the need for emergency assistance need not be in writing, but a written notification shall be provided as soon thereafter as possible. In an emergency situation, the notification may be made by telephone or radio contact.

2. DUTIES OF REQUESTING AGENCY

a. OPERATIONAL COMMAND. While operating with the Requesting Agency under this Agreement, a law enforcement officer of an Assisting Agency shall be subject to the lawful operational command of the officer supervising the division or unit to which he or she is temporarily assigned to provide assistance, and shall operate under the direct supervision of said officer.

b. REPORTING REQUIREMENTS. The officer supervising the division or unit to which the Assisting Agency’s officer(s) is temporarily assigned shall provide a report to the head of the Assisting Agency summarizing the hours worked and the assignments performed by the temporarily assigned officer(s).

c. EQUIPMENT. The temporarily assigned officer(s) shall report to duty with the Requesting Agency with necessary equipment that has been issued by his or her own agency. The Requesting Agency shall supply the temporarily assigned officer with any additional money, equipment, supplies and/or support personnel reasonably necessary to perform his or her expected duties. If the Requesting Agency issues to temporarily assigned officer(s) any equipment that requires specialized training or certification, the Requesting Agency shall ascertain that the temporarily assigned officer(s) has undergone the necessary training or possesses the required certification.

3. DUTIES OF ASSISTING AGENCY

a. BENEFITS. For personnel and administrative purposes, the temporarily assigned officer(s) shall remain under the authority and control of their own Agency, and shall be entitled to Worker’s Compensation and other benefits to which he or she would normally be entitled were he or she not temporarily assigned.

b. DISCIPLINARY ACTIONS. Disciplinary actions arising out of temporary assistance provided under this Agreement shall remain the responsibility of the Assisting Agency.
Regional Law Enforcement
Mutual Aid Agreement
June 1, 2015

The officer in charge of the division or unit in which an officer is temporarily assigned pursuant to this Agreement may, at any time, relieve such officer of his or her duties and shall immediately forward a written statement setting forth the reason for such action to the head of the Assisting Agency or their designee.

4. AUTHORITY OF ASSIGNED OFFICERS

While temporarily assigned to the Requesting Agency, law enforcement officer(s) of the Assisting Agency shall have the same jurisdiction, powers, rights, authority, benefits and immunities as the regular officers of the Requesting Agency in addition to those associated with his or her regular employment. Nothing contained in this Agreement shall be construed as limiting or reducing any Participating Agency or officer's common law or statutory authority, including but not limited to the common law power of *posse comitatus* or the statutory authority conferred by North Carolina General Statute Section ISA-402.

5. INSURANCE AND INDEMNITY

a. LIABILITY INSURANCE. The head of each Participating Agency certifies by execution of this Agreement that all employees subject to this Agreement or reasonably expected to be subject to this Agreement, including assisting officers, are covered by liability insurance.

b. INDEMNITY FOR ACTS OR OMISSIONS. The Requesting Agency specifically covenants and agrees to assume liability for any act or omission which was committed by, or was the responsibility of, the temporarily assigned officer(s), except as otherwise provided for in this Agreement. The Requesting Agency further agrees to hold harmless and indemnify the Assisting Agency for any damages or costs, including attorney's fees, incurred by the Assisting Agency in this regard. The provisions of this paragraph regarding indemnity shall not apply to any Participating Agency whose officers are employees of the sovereign State of North Carolina and covered by the Tort Claims Act.

c. INDEMNITY FOR PROPERTY DAMAGE. The Requesting Agency agrees to hold harmless and indemnify the Assisting Agency for any damages or injury to the property of the Requesting Agency incurred in the course and scope of a temporarily assigned officer's duties. The Assisting Agency agrees to hold harmless the Requesting Agency for any damages or injury to the property of the Assisting Agency. The provisions of this paragraph regarding indemnity shall not apply to any Agency whose officers are employees of the sovereign State of North Carolina and covered by the Tort Claims Act.

d. RIGHTS OF SUBROGATION. This Agreement shall not, however, be construed as a bar to any other rights or claims, either direct or by way of subrogation, which either Agency shall have against any other entity, party or person.
6. **TERM AND WITHDRAWAL**

   a. **TERM.** In any event, the term of this Agreement shall be for a period of three (3) years from the date first above written and shall terminate automatically at the expiration of that term.

   b. **WITHDRAWAL.** In the event a Participating Agency should desire to withdraw from this Agreement, the head of that Agency shall provide written notice to the head of the other Participating Agencies setting forth the effective date of such withdrawal.

7. **OTHER MUTUAL AID AGREEMENTS**

   This Agreement does not affect any other service or mutual aid agreement, previously entered into between two or more of the Participating Agencies for other services not contemplated by this Agreement, nor prevents the Participating Agencies from entering into other such agreements.

8. **GOVERNING BODY AUTHORIZATION**

   The head of each Participating Agency certifies by execution of this Agreement that their duly elected governing body has adopted an appropriate resolution or ordinance authorizing said Agency head to enter into this Agreement pursuant to North Carolina General Statutes Sections 160A-288 and 90-95.2. A copy of the authorizing resolution or ordinance for each Participating Agency shall be attached to this original Agreement and to each duplicate original of this Agreement.

9. **ADDITIONAL PARTICIPATING AGENCIES**

   Additional law enforcement agencies may participate in this Agreement by contacting the Centralina Council of Governments and signing an Amendment. Any Additional Participating Agencies will be bound by the Agreement to the same extent as all other Participating Agencies. The Filing Requirements of paragraph 10 below apply to each amendment.

10. **FILING REQUIREMENTS AND COPIES OF AGREEMENT**

    A complete, Digital version of this Agreement shall be kept at the offices of the Centralina Council of Governments. Copies of the digital version including all received signature pages and amendments will be distributed in PDF format to all Participating Agencies. Any Participating Agency may file this Agreement with its County Clerk of Court,
Regional Law Enforcement  
Mutual Aid Agreement 
June 1, 2015 

IN WITNESS WHEREOF, the parties hereto have set their hand and seals. 

LIST OF PARTICIPATING AGENCIES AND  
SIGNATURE PAGES FOLLOW
RESOLUTION AUTHORIZING THE POLICE CHIEF TO ENTER INTO LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENTS WITH OTHER LAW ENFORCEMENT AGENCIES

WHEREAS, North Carolina General Statute 160A-288 promotes cooperation between law enforcement agencies by authorizing the head of any law enforcement agency to temporarily provide assistance to another agency in enforcing the laws of North Carolina if so requested in writing by the head of the requesting agency; and

WHEREAS, the assistance may comprise allowing officers of the agency to work temporarily with officers of the requesting agency and lending equipment and supplies; and

WHEREAS, while working with the requesting agency under the authority of this statute, an officer shall have the same jurisdiction, powers, rights, privileges, and immunities as the officer of the requesting agency, in addition to those he normally possesses; and

WHEREAS, while on duty with the requesting agency, the officer shall be subject to the lawful operational command of his superior officers in the requesting agency, but for personnel and administrative purposes, he shall remain under the control of his own agency, including for purposes of pay; and

WHEREAS, an officer shall be entitled to Workmen's Compensation and the same benefits when acting pursuant to a law enforcement assistance agreement to the extent as though he were functioning within the normal scope of his duties.

NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council designates the Police Chief of the City of Salisbury as the "Head" of the City's Police Department as the term is used in North Carolina General Statute 160A-288 and the said Police Chief is hereby delegated authority to make or grant requests pursuant to this statute.

BE IT FURTHER RESOLVED that the Police Chief of the City of Salisbury is hereby authorized to enter into agreements for exchanging law enforcement officers, equipment or supplies in accordance with the provisions of North Carolina General Statute 160A-288.

Adopted this the 15th day of May 2018.

______________________________
Mayor Al Heggins

ATTEST:

______________________________
Diane Gilmore, City Clerk
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☐ Manager ☒ Staff

Requested Council Meeting Date: May 15, 2018

Name of Group(s) or Individual(s) Making Request: Purchasing & Fleet Department

Name of Presenter(s): Anna Bumgarner & Jake Sterling

Requested Agenda Item: Sale of Surplus Property

Description of Requested Agenda Item: The County of Rowan is interested in purchasing a surplus engine from a wrecked Chevrolet Caprice. Disposition to other governments is allowed under NCGS 160A-274 with council approval. The City of Salisbury has declared the Chevrolet Caprice to be surplus and no longer of use to the City. The County has agreed to pay $3,200 for the engine.

Attachments: ☒ Yes ☐ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: Approve the sale of surplus Chevrolet Caprice engine to County of Rowan for $3,200.

Contact Information for Group or Individual: Anna Bumgarner, Purchasing Manager 704-638-5279

☒ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

***All agenda items must be submitted at least 7 days before the requested Council meeting date***

For Use in Mayor’s Office Only

☐ Approved ☐ Declined

Reason:
§ 160A-274. Sale, lease, exchange and joint use of governmental property.

(a) For the purposes of this section, "governmental unit" means a city, county, school administrative unit, sanitary district, fire district, the State, or any other public district, authority, department, agency, board, commission, or institution.

(b) Any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.

(c) Action under this section shall be taken by the governing body of the governmental unit. Action hereunder by any State agency, except the Department of Transportation, shall be taken only after approval by the Department of Administration. Action with regard to State property under the control of the Department of Transportation shall be taken by the Department of Transportation or its duly authorized delegate. Provided, any county board of education or board of education for any city administrative unit may, upon such terms and conditions as it deems wise, lease to another governmental unit for one dollar ($1.00) per year any real property owned or held by the board which has been determined by the board to be unnecessary or undesirable for public school purposes. (1969, c. 806; 1971, c. 698, s. 1; 1973, c. 507, s. 5; 1975, c. 455; c. 664, s. 9; c. 879, s. 46; 1977, c. 464, s. 34; 2001-328, s. 6.)
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category: ☑️ Public  ☐ Council  ☐ Manager  ☑️ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Finance

Name of Presenter(s):  Shannon Moore & Richard Marvin (Stephens, Inc.)

Requested Agenda Item:  Council to receive a presentation from Staff and Financial Advisor concerning the Refinancing of Series 2016 Installment Debt for Fibrant.

Description of Requested Agenda Item:  Council to receive a presentation for the Refinancing of Series 2016 Installment Purchase Debt for Fibrant:

(a) Receive a presentation from staff and Financial Advisor.

(b) Council to set a public hearing to consider the refinancing of the Series 2016 Installment Purchase Debt for Fibrant.

Attachments:  ☐ Yes  ☑️ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

(b) Council to set a public hearing to consider the refinancing of the Series 2016 Installment Purchase Debt for Fibrant.

Contact Information for Group or Individual:  Shannon Moore, Finance Director 704-216-8026

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☑️ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

_________________________________  ____________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****
For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  □ Staff

Requested Council Meeting Date:  5/15/18

Name of Group(s) or Individual(s) Making Request:  Salisbury Police Department/Jerry Stokes

Name of Presenter(s):  Chief Jerry Stokes

Requested Agenda Item:  Federal BJA grant submission update and review preliminary OJP data.

Description of Requested Agenda Item:  Provide Council an overview of grant funding SPD has applied for from the Bureau of Justice Assistance and information from DOJ Office of Justice Programs SPD assessment.

Attachments:  □ Yes  □ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  None

Contact Information for Group or Individual:  Chief Jerry Stokes 704-638-2133

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

_________________________________  __________________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Update Topics

• Staffing
• Grant Application
• OJP Diagnostic Center Assessment Data
Staffing

SPD Staffing as of May 18, 2018

- Sworn Staff, 68, 84%
- Vacancies, 5, 6%
- Conditional Offer, 2, 2%
- FTO Recruit, 3, 4%
- BLET Recruit, 3, 4%
Project Overview

- Technology Innovation for Public Safety (TIPS) Grant through BJA.
- Competitive grant – seven awards in US – two years/$500,000 total.
- Name: Precision-Policing Efforts to Reduce Crime (P-PERC) Project.
- Research grant – Requires a collaboration with a researcher.
- Goal – Provide comprehensive security camera and license plate reader capability in an area identified through crime data analysis as needing most attention.
- Hire a technician/analyst to start the program and handle the data obtained.
- Program manager – Major Barnes (10% of his time/salary).
## Budget Overview

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<th>Budget Category</th>
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<th>Year 1 (Non-Federal Request)</th>
<th>Year 2 (if needed)</th>
<th>Year 3 (if needed)</th>
<th>Year 4 (if needed)</th>
<th>Year 5 (if needed)</th>
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<td>H. Procurement Contracts</td>
<td>$39,712</td>
<td>$0</td>
<td>$39,712</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$79,424</td>
</tr>
<tr>
<td>I. Other</td>
<td>$26,800</td>
<td>$0</td>
<td>$19,800</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$46,600</td>
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<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$340,686</strong></td>
<td><strong>$0</strong></td>
<td><strong>$159,314</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$500,000</strong></td>
</tr>
<tr>
<td>J. Indirect Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$340,686</strong></td>
<td><strong>$0</strong></td>
<td><strong>$159,314</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$500,000</strong></td>
</tr>
</tbody>
</table>
Office of Justice Programs
Diagnostic Center
Training and Technical Assistance Assessment
Crime Data Analysis

- Twenty Year Crime Data provided in October 2017.
- Covers years 1997-2016.
- Numbers are “Per Capita” or per 100,000 population for comparative purposes.
Between 1997 and 2016, the City of Salisbury’s violent crime rate was on average 86 percent above the nation’s average violent crime rate.
Between 1997 and 2016, the City of Salisbury’s murder rate was on average 188 percent above the nation’s average murder rate.
Between 1997 and 2016, the City of Salisbury’s robbery rate was on average 120 percent above the nation’s average robbery rate.
Between 1997 and 2016, the City of Salisbury’s rape rate was on average 40 percent above the nation’s average rape rate. Salisbury still uses the legacy definition of rape (as opposed to the revised definition of rape).
Between 1997 and 2016, the City of Salisbury’s aggravated assault rate was on average 69 percent above the nation’s average aggravated assault rate.
Other Information

- Need of increased training in place-based intervention strategies
- Crime analytics capability does not exist in either tools or personnel, analytics are not capable of meeting need of department
- Detectives are overloaded and the assessment will likely say we need more
- Need of increased training specific to investigative skills and gun violence
- Need of increased capability in Case, Records, and Data Management
- Need of increased capabilities and training in best practices for major crime scene and preliminary investigation
- Need of increased capability and training in managing investigations
- Need of increased capability of managing calls for service

- Minimum of a two year investment in training and outside assistance
Introduction

The Salisbury, NC Police Department is responsible for 17.8 square miles of businesses and neighborhoods, supporting the city’s population of approximately 34,000 persons. As a rising urban center for Rowan County, the City has been revitalizing downtown buildings and expanding businesses, contributing to an increasing population. Since 2015, the City has experienced a precipitous increase in crime, especially violent crimes, causing safety concerns among businesses and residents. This increase led the Salisbury Police Department (SPD) to request technical assistance from the U.S. Department of Justice Office of Justice Programs (OJP) Diagnostic Center in order to understand contributing factors to violent crimes. In 2017, SPD began working with Diagnostic Center subject matter experts on methods to enhance the city’s approach to analyzing contributing factors to violent crime and major crime investigation techniques. Throughout this process, the SPD and Diagnostic Center have worked closely together, and collaborated with federal agencies and the Middle District of North Carolina United States Attorney Office, to identify evidence-based strategies to disrupt persistent violent crime. Based on the OJP recommendations, SPD is requesting grant funding under the Technology Innovation for Public Safety (TIPS) Grant Program to support the Precision-Policing Efforts to Reduce Crime, or “P-PERC Project,” which will enhance and expand SPD’s technology and analytical capabilities to combat violent crime and will serve as an innovative model that can be cost-effectively replicated in small towns across the nation.

Under the P-PERC Project, SPD will combine security and analytical technologies or equipment to support timely, action-based data and information collection on gun violence offenses. First, the implementation of security cameras will provide virtual guardianship at chronic “hot spot” public spaces. Second, automated license plate readers (ALPRs) attached to dedicated
city property and mobile operations (e.g., street light poles and response trailers, patrol vehicles etc.) will assist with structured data collection to help investigators identify potential victims and offenders. Per the Center for Evidence-Based Crime Policy (George Mason University) and recent publications from BetaGov and the Vallejo (CA) Police Department, the deployment of the ALPRs at “hot spot” locations have been supportive of timely data analysis and investigative support, as well as deterring or preventing crime in cities. Third, SPD will purchase bullet trap equipment to support timely test fires and NIBIN analysis for recovered weapons. SPD currently must test fire recovered guns at a far off-site location as they do not have their own firing range. This delays capturing shell casings to send to the State for NIBIN analysis. Acquiring the bullet trap will support timely investigative leads and a more efficient and effective gun violence investigative strategy. In fact, in April 2018, returned NIBIN analysis of shell casing from three separate homicides were linked to one gun, confirming the connection between the crimes and igniting investigative leads.

For Salisbury, the addition of this technology will expand their analytical capabilities and efforts to address violent crimes. Expected outcomes from these efforts (e.g., timely data, enhanced evidence processes and new geospatial analysis of crime events) will support their current partnerships and information sharing practices for local, state and federal agencies in the Middle District of North Carolina. The SPD participates on the FBI Safe Streets Violent Gang Interdiction and Reduction Project (VGRIP) and ATF Rowan County Violent Gun Crime task forces. The addition of security cameras, ALPRs, and bullet trap equipment within this grant will further enhance interagency collaboration, information sharing, and assist Salisbury in innovatively addressing persistent and increasing violence.
Statement of the Problem

Cities experiencing change in social and economic factors (e.g., population, employment, neighborhood re-design) are often impacted by crime and disorder. Research has found violent crime – both the emergence and the persistence – has a powerful role in developing cities.1 Economically, violent crimes lower housing property values, creating instability for homeowners and renters.2 Socially, violence in the neighborhood destabilizes social controls and efficacy of individuals and the collective community.3 These factors result in cyclical crime patterns developing “hot” spots by crime generators, attractors and enablers. A comprehensive approach between the criminal justice agencies and community stakeholders (e.g., local businesses, local government) is needed to address these “hot” spots and the problems within them.4

Although the grant asks for two years of precipitous crime, which is demonstrated here, Salisbury has examined 8 years of data to further understand the cyclical nature of their crime related to drug markets. Since 2010, Salisbury has increasing amounts of violent crime linked to gun violence. Shots fired calls for service increased 65% between 2010 and 2013, contributing to aggravated assault increases and homicide rates (see Table 1). SPD enforcement efforts in 2013 targeted offenders contributing to this increase, resulting in a 39% decrease of shots fired calls for service in the following year (2014, n=512), validating their enforcement efforts that specific offenders are generating and enabling crime. However, the decline was short lived. Homicide rates

---

remained consistent in 2014 and 2015 (n=5 each year), aggravated assaults and shots fired calls for service continued to be prevalent in the city. Focusing on the last three years (2015-2017), Salisbury has experienced their highest rates of homicide, increases in shots fired calls for service (up 33%) and aggravated assaults (see Table 1).

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assaults</td>
<td>118</td>
<td>124</td>
<td>262</td>
<td>272</td>
<td>248</td>
<td>242</td>
<td>278</td>
<td>N/A</td>
<td>14.90%*</td>
</tr>
<tr>
<td>Homicides</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
<td>Shots Fired (CFS)</td>
<td>446</td>
<td>511</td>
<td>609</td>
<td>734</td>
<td>450</td>
<td>459</td>
<td>571</td>
<td>610</td>
<td>32.90%</td>
</tr>
</tbody>
</table>

SPD’s efforts to investigate and solve these cases with an arrest have been challenged by uncooperating victims and/or witnesses. For homicides, one case in 2015 (20%) and four in 2016 (40%) have been closed by arrest. Aggravated assault clearance rates average 45% for 2015-2017.

A spatial analysis of these crimes and calls for service indicate a concentrated pattern of violence in specific areas of the city. Neighborhoods in the western end of the city, specifically a hot spot around Livingstone College and a local high school, constitute approximately 26% of the city’s population (est. 8,807 residents) across 3,383 households. These neighborhoods cross three census tract areas (5030, 5040 and 5200), which consist of the lowest income per household and highest number of rental properties. These areas have been identified by SPD leadership as areas frequented and/or controlled by local gang networks. Combined, these areas collectively contribute

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5 Aggravated Assaults quantities are from UCR reporting for SPD. Homicide counts are from SPD records management data due to errors identified in 2016 UCR reporting. UCR 2016 data from FBI reports 14 homicides; SPD has submitted adjustment to UCR.
6 SPD 2017 UCR reports for aggravated assaults were not completed at the time of this grant application, therefore not available for comparison to prior years.
7 Highest median income per household for Salisbury is $51,000 (ACS 2016 estimates). Census tract 503 median income per household is $28,534, Census tract 504 is $21,867 (ACS 2016 estimates).
8 Single-family housing (primarily rentals) and multi-family housing per ACS 2016 estimations
to 45% of SPD’s gun violence calls for service and have doubled in frequency within the last eight years (see Table 2).

Table 2. Shots Fired Calls for Service 2010-2017, Salisbury NC (focus neighborhoods only)

<table>
<thead>
<tr>
<th>Tract</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
<th>%</th>
<th>Change %</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT5030</td>
<td>78</td>
<td>77</td>
<td>110</td>
<td>110</td>
<td>83</td>
<td>88</td>
<td>90</td>
<td>113</td>
<td>749</td>
<td>17.06</td>
<td>44.87</td>
</tr>
<tr>
<td>CT5200</td>
<td>76</td>
<td>88</td>
<td>85</td>
<td>102</td>
<td>48</td>
<td>60</td>
<td>89</td>
<td>114</td>
<td>662</td>
<td>15.08</td>
<td>50.00</td>
</tr>
<tr>
<td>CT5040</td>
<td>54</td>
<td>69</td>
<td>80</td>
<td>94</td>
<td>70</td>
<td>55</td>
<td>104</td>
<td>58</td>
<td>584</td>
<td>13.30</td>
<td>7.41</td>
</tr>
<tr>
<td>Total for Areas</td>
<td>208</td>
<td>234</td>
<td>275</td>
<td>306</td>
<td>201</td>
<td>203</td>
<td>283</td>
<td>285</td>
<td>1995</td>
<td>45.44</td>
<td>102.28</td>
</tr>
</tbody>
</table>

In recent years, the City has invested in renovating buildings for affordable housing and retail in these neighborhoods. Specifically, the Brenner Apartments (CT5040) were renovated, temporarily moving residents to nearby housing before relocation in 2017. During renovations, patterns of violence (e.g., shots fired calls for service, aggravated assaults, drug violations) moved to the temporary housing location. Although the frequency of shots fired have decreased in this area (see Table 2, CT5040), this was largely contributed to the temporary displacement of residents, pushing incidents to other nearby areas (CT5030 and CT5200). In the latter half of 2017, after residents relocated to the area, the SPD has observed an increase in violent crime calls in this area once again (e.g., home invasion robberies of suspected drug homes, shots fired calls for service). SPD anticipates these patterns to continue into 2018, particularly as other city projects create displacement of residents for renovations and housing improvements.

SPD investigators have continued to focus efforts in areas identified as gang territory; however, fear of retaliation and/or involvement with the police stymies investigation efforts. The requested technology and equipment within this grant will support SPD’s efforts to innovatively interrupt violence within this neighborhood, develop investigative leads, resulting in swift case development and (ideally) arrests of violent offenders.
Program Design and Implementation

The proposed P-PERC Project innovatively addresses violent crime in Salisbury by combining new safety and security technologies and analytical capacities to increase the community’s feelings of safety and security. The implementation of security cameras, ALPRs, and bullet trap equipment will cost-effectively provide the SPD with new technology tools to identify persons and evidence for investigations involving gun violence. Current analysis indicates specific public spaces, intersections and thoroughfares near “hot spot” areas. Placement of cameras and/or ALPRs at these locations will assist in identifying drivers from shootings, home invasions and other firearm-involved crimes. Furthermore, the awareness of these technologies by the community is anticipated to have a deterrent effect. As offenders are aware that they can no longer hide behind the fear of the community, the SPD anticipates the decrease of gun violence and violent crimes will lead to increased feelings of community safety. These technologies support Goal 1 of this grant proposal, to reduce violent crime in Salisbury.

Second, the SPD’s inclusion of a dedicated analyst will support the anticipated abundance of data expected from ALPRs and cameras. This dedicated analytical role will enable the SPD to open its first Crime Analysis Center. The Crime Analysis Center will have monitors, servers for data collection and retention requirements, and analytical workspaces to process data and provide timely information to SPD and regional stakeholders. Building on this analysis and dissemination of information, the Crime Analysis Center will support monthly meetings with federal task force officers, federal partners and other regional criminal justice stakeholders to address violent crimes. The SPD Crime Analysis Center will form the foundation from which the SPD can build up its future analytical capabilities. After showing the success that P-PERC with the new Crime Analysis Center will have in Salisbury on crime reduction goals, Chief Stokes anticipates adding and linking
more innovative technologies in the future, such as gunshot detection technologies, to be able to share and correlate crime gun data via a regional Crime Gun Intelligence Center.

Third, SPD will leverage existing community relationships to engage with residents on crime prevention efforts and community services. The SPD holds monthly meetings with residents and community leaders through the Salisbury Neighborhood Action Group (SNAG). SNAG actively plans and participates in daily community foot patrols and hosts quarterly informational sessions, called Community Classroom. The SPD supports these efforts through sharing of crime data with SNAG to ensure the outreach and engagement with residents affected by crime. The new Crime Analysis Center will also provide SNAG with more current, real-time crime data as well as outcome measures for new violence prevention efforts.

P-PERC’s comprehensive approach to crime reduction has been proven effective in other cities (e.g., Restore Rudenberg in Austin, Operation LASER in LA). However, the implementation and evaluation of similar violence reduction strategies in small cities that are equally plagued by gun violence is lacking. SPD is positioned to test how small cities can successfully reduce crime using foundational innovative police technology to cost-effectively collect and analyze vast amounts of crime data and working with established partners in town and across the region (e.g. USAO, Rowan Cty.) to create a safer City. The results of the P-PERC Project and established processes will have residual effects for the entire city and the region.

Capabilities and Competencies

The SPD is committed to reducing violent crime through P-PERC’s data-driven interventions. The Department has experience successfully working with the OJP Diagnostic Center, requesting and receiving training and technical assistance that enhanced their understanding for how innovative technology that provides new data and corresponding data
analysis can be used to reduce violent crime on a day-day basis. Through P-PERC, the SPD will work proactively with other local and regional CJ partners in historical hot spots to focus on violent crime and in partnership with the community to develop new crime prevention strategies. Outcomes will be assessed by a proven research partner who has worked across the country with numerous small-town police departments and can help develop recommendations for replication. The following personnel will contribute to the success of this project:

**Deputy Chief Shon Barnes** will serve as the Project Director. Deputy Chief Barnes has initiated successful community engagement and stratified policing model programs since joining the department in 2016. His leadership has contributed to the department’s problem-solving and place-based crime reduction strategies. Deputy Chief Barnes is currently a PhD candidate in the leadership studies/community and civic engagement program at North Carolina A&T State University.

The SPD will identify a **TBD Technical Analyst** who will possess knowledge, skills and abilities in police/security technology, data analysis and information security, and digital forensic evidence collection techniques.

**Jessica Herbert**, of IDEA Analytics, will serve as the Research Partner. Ms. Herbert has worked with local, state and federal law enforcement agencies to enhance analytical capacities and address violent crime in over 60 cities. She possesses extensive experience in data governance, crime analysis, applied research and project evaluations for reducing violent crime. She will provide on-site and off-site support to SPD and the new Technical Analyst about how to use data collection and data analysis capabilities to inform crime reduction and crime prevention efforts. Jessica will also track P-PERC outcomes and write a final evaluation report. Ms. Herbert is
currently a PhD candidate in the Criminology and Criminal Justice program at Arizona State University.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures

There is one primary, overarching goal for this project and three corresponding goals. To monitor the progress of these goals throughout the project, SPD will provide data related to the implementation of technology, calls for service and crime reports. Additionally, the measures required by this cooperative agreement under the Government Performance and Results Act (GPRA) of 1993 will be collected and reported on by the SPD. As part of the requirements of the cooperative agreement, the SPD will submit performance metric data quarterly and work with BJA on determining the appropriate measures. The SPD will fulfill all federal reporting requirements, including quarterly financial reports and progress reports.

Table 3. Goals, Objectives and Performance Measures for P-PERC

<table>
<thead>
<tr>
<th>Goal Method</th>
<th>Objective</th>
<th>Performance Measures</th>
<th>Timeline Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY GOAL: Reduce violence in Salisbury</td>
<td>Deploy technology within “hot spot” locations</td>
<td>Installation of technology at specified locations</td>
<td>Quarterly report; part of the evaluation</td>
</tr>
<tr>
<td></td>
<td>Increase data collection within “hot spot” locations to assist investigations</td>
<td>Number of data points collected and analyzed for investigatory leads</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reported crime and calls for service data</td>
<td></td>
</tr>
<tr>
<td>Expand/enhance crime analysis by implementing the SPD Crime Analysis Center for real-time information processing, analysis and dissemination of violent crime data.</td>
<td>Add Crime Analysis Center technologies to monitor and analyze crime</td>
<td>Implementation of monitors, servers and analytical workstations</td>
<td>Quarterly report; part of the evaluation</td>
</tr>
<tr>
<td></td>
<td>Establish regional crime committee with internal and external members to discuss priority cases and investigative efforts</td>
<td>Establishment of MOUs for regional information sharing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intelligence reports developed for investigations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Numbers of successful case developments and clearances</td>
<td></td>
</tr>
<tr>
<td>Goals of Project</td>
<td>Objectives</td>
<td>Performance Measures</td>
<td>Timeline/Milestones</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Develop a replicable crime reduction framework for small agencies to leverage resources &amp; technologies to enhance their crime reduction strategies</td>
<td>Scale, test and implement strategies that support small-agency resources and crime reduction strategies</td>
<td>Development of updated small-agency “toolkit” for leveraging technologies for specific crime problems</td>
<td>Quarterly report; part of the evaluation</td>
</tr>
<tr>
<td>Conduct ongoing research and evaluation to further develop Salisbury’s analytical capacity and data-driven approaches to crime reduction</td>
<td>Capture processes and procedures for P-PERC implementation Create a data collection for routine monitoring of crime and evaluation plan</td>
<td>Qualitative process description to understand crime reduction strategy, dosage, coverage areas, etc. Number of leads developed from data sets; number of intelligence reports produced for regional partners; trend of crime types in project area Temporal, spatial and pre-post crime analysis</td>
<td>Ongoing throughout grant period; quarterly reports; final evaluation report</td>
</tr>
</tbody>
</table>

SPD will be responsible for Goals 1, 2, and 3. SPD’s Research Partner will be responsible for Goal 4. SPD’s Project Director, Technical Analyst, and Research Partner will work together to implement the technology, equipment, data collection processes and analytical outputs to support these goals and objectives. The collaboration between these entities will support SPD’s Crime Analysis Center and provide enhanced analytical outputs to significantly impact gun violence in the city and support regional efforts to disrupt illicit gangs and drug markets. These efforts will be captured in the evaluation plan to support pre-post-test analysis for the treatment area. Adjustments may be made throughout the project to support these goals and will be supported through temporal, spatial and crime analysis for both the treatment and contiguous areas.

The SPD is committed to sustaining the innovative technologies that it will obtain under the grant. The investment in security cameras, ALPRs and a new Crime Analysis Center will provide real-time information to help reduce violent crime and make Salisbury a safer city for residents, businesses and visitors. (Please see Statement of Eligibility for sustainment plan detail.)
SALISBURY POLICE DEPARTMENT P-PERC TIMELINE

The SPD P-PERC project involves several layers of technology, equipment and personnel. To be successful with this project and perform within the grant period, the SPD is positioned to actively decisively and swiftly with the purchase and installation of technology and equipment, in addition to onboarding the Technical Analyst, within the first 90 days of the grant. Collaboration with the city and vendors for these materials that will be maintained up to the announcement of the award will allow for these activities to be met promptly.

During this ramp-up period the Research Partner will be working with the SPD Project Director to deliver a strategic project plan document and the data collection plan to support the ongoing monitoring and quarterly reporting for remaining time in the project. The strategic project plan will assist with the capturing of processes, procedures and changes to the project per month in order to support Goals 1-3 defined in the Project Narrative. The data collection plan will also support these efforts, in addition to routine evaluation periods indicated at the 6-, 12-, and 18-month milestones from the project kickoff (see Figure 1), performed by the research partner. These evaluation periods will be reported in quarterly reports as applicable but will ultimately support the final P-PERC Evaluation Report at the end of the project.

In addition to the milestones and task directly-related to the technology and equipment purchased within this grant, the P-PERC project includes monthly meetings, called P-PERC Analytical and Investigative Meeting, or P-PERC AIM. These meetings directly support SPD’s goals for information sharing and collaborative crime reduction approaches to address violent and gun crimes in the city. They will be scheduled on a monthly or bi-monthly basis throughout the duration of the project. (Note: The placement of these meetings at 30- or 45-day intervals are not demonstrated on the graphic due to space constraints.)

Per the Project Narrative, the Table 1 builds on the project goals and objectives, to provide details on deliverables and responsible party(ies) for the duration of P-PERC. Information captured in the Project and Evaluation Plans will support grant Quarterly Reports and monthly P-PERC AIM efforts.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Objective</th>
<th>Deliverable (as applicable)</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce violence in Salisbury</td>
<td>Purchase and install technology and equipment, hire Technical Analyst</td>
<td>N/A</td>
<td>SPD Project Director</td>
</tr>
<tr>
<td></td>
<td>Deploy technology within “hot spot” locations</td>
<td>N/A</td>
<td>SPD Project Director</td>
</tr>
<tr>
<td></td>
<td>Increase data collection within “hot spot” locations to assist investigations</td>
<td>Documentation for project plan</td>
<td>SPD Project Director</td>
</tr>
<tr>
<td>Launch/Enhance SPD Crime Analysis Center and dissemination of violent crime data</td>
<td>Improve Crime Analysis Center technologies to monitor and analyze crime</td>
<td>Documentation for project plan</td>
<td>SPD Project Director &amp; SPD Technical Analyst</td>
</tr>
<tr>
<td></td>
<td>Establish regional crime committee with internal and external members to discuss priority cases and investigative efforts</td>
<td>Meeting Agendas, intelligence outputs, MOU for information sharing</td>
<td>SPD Project Director &amp; SPD Technical Analyst</td>
</tr>
<tr>
<td>Small - Agency framework for crime reduction</td>
<td>Scale, test and implement strategies that support small-agency resources and crime reduction strategies</td>
<td>Documentation for project plan</td>
<td>SPD Project Director &amp; SPD Technical Analyst</td>
</tr>
<tr>
<td></td>
<td>Presentations and/or toolkits for small agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct ongoing research and evaluation to further develop and data-driven approaches to crime reduction</td>
<td>Capture processes and procedures for P-PERC implementation</td>
<td>Documentation for project plan</td>
<td>Research Partner</td>
</tr>
<tr>
<td></td>
<td>Create data collection plan for routine monitoring and evaluation plan</td>
<td>Data collection plan</td>
<td>Research Partner</td>
</tr>
<tr>
<td></td>
<td>Evaluation plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collect and analyze data for project area</td>
<td>Documentation for project plan</td>
<td>Research Partner &amp; SPD Technical Analyst</td>
</tr>
<tr>
<td></td>
<td>Data to support P-PERC AIM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop Final Project Evaluation Report</td>
<td>Final Evaluation Report</td>
<td>Research Partner</td>
</tr>
</tbody>
</table>
Figure 1. SPD P-PERC Estimated Project Timeline
Project Proposal

Salisbury (NC) Police Department

Precision-Policing Efforts to Reduce Crime (P-PERC) Project

Research and Evaluation Support
April 2018

IDEA
ANALYTICS

IDEA Analytics
2150 S 55th Street
Tempe, AZ 85282
OVERVIEW

IDEA Analytics provides consulting and training to organizations seeking smart solutions through strategic planning and evidence-based research. Effecting change can be difficult, sustaining it can be even harder. IDEA works with organization leaders to identify priorities, develop goals, objectives and the path toward success, educate personnel on methods to achieve these goals, and assess impacts to the organization. We have worked with hundreds of law enforcement and security entities to develop sustainable plans to address their criminal justice concerns. A key element to these efforts is the use of reliable and verifiable data, data systems and a strong data culture to further intelligence-led policing models.

Salisbury (NC) Police Department P-PERC Project

Salisbury Police Department (SPD) has developed the P-PERC project to address gun violence in chronic “hot spots” in the city. This project includes the implementation of technology (e.g., security cameras, ALPRs), equipment (e.g., analytical workstations, monitors, bullet trap), and dedicated analytical staff. With the overarching goal of reducing violent crime in the city, the SPD will be leveraging this project to expand their analytical capacity and further support regional law enforcement efforts to disrupt and deter violence in the city.

The project was submitted for Bureau of Justice Assistance (BJA) grant award under the Technology Innovation for Public Safety (TIPS) Addressing Precipitous Increases in Crime FY2018 solicitation (BJA-2018-13568). IDEA Analytics has supported this grant submission with analysis of SPD crime data, in addition to development of grant submission documents. Upon award of this grant, IDEA Analytics will provide research and evaluation support for the 24-month grant period. Details of this support are proposed in the following section. Adjustments to these tasks, deliverables, and other responsibilities will be conducted for a final contract post-award.
Proposed Research and Evaluation Support

The SPD P-PERC project is a place-based strategy for the west-end neighborhoods around Livingston College. These neighborhoods consist of single-family and multi-family housing, supporting approximately 25% of the city’s population. This area has been identified by SPD as having chronic crime issues, which has been confirmed by an eight-year data analysis. The implementation of the proposed technologies, equipment and personnel support by SPD will be focused on reducing crime in this area, in addition to supporting community engagement to revitalize this area.

In order to assist in the implementation of this project, monitor the effort and evaluate outcomes, IDEA Analytics shall perform the following tasks:

**Task 1: Development of Project Plan**
Using the Project Timeline submitted with the grant, IDEA Analytics will document the primary tasks, challenges and solutions, achievements and details on decision making throughout the implementation of the project. This documentation will assist SPD in monitoring progress, as well as institutionalizing processes for their department. Understanding why something did or did not work, and how the department adjusted to these challenges and solutions support the sustainability of the project, as well as replication of what works for the city.

**Task 2: Development of Data Collection Plan and Ongoing Data Capture**
IDEA Analytics will develop a comprehensive data collection plan that will support multiple evaluation frameworks and efforts within this grant. This plan will include, but not limited to, crime data information, number of meetings, production of intelligence outputs, and successful crime reduction cases. This data collection plan will use multiple data sources, such as calls for service, reported crimes, field contact cards, housing data, population data and probation/parole data, to support monitoring and evaluation efforts. IDEA Analytics work with appropriate SPD staff, regional criminal justice, and/or city government agencies to collect this data on a monthly basis. This will support ongoing monitoring of the project area, as well as swift identification of diffusion and/or displacement of crime to other areas that may require public safety and/or community services.

**Task 3: Contribute to Quarterly Grant Reporting**
IDEA Analytics will provide written documents and/or research information at quarterly milestones for the grant to contribute to required reporting. These documents will include any applicable qualitative and quantitative data related to the project area, comparison to contiguous areas (as applicable) and other project plan documentation. IDEA Analytics will work with the Project Director to establish expected delivery dates.

**Task 4: Conduct Site Visits for Project Meetings and Project Support**
IDEA Analytics will conduct approximately four (4) site visits per year (total of 8) to support the P-PERC project. These site visits are estimated to be three-days in length and may include, but not
limited to, P-PERC meetings with SPD & regional stakeholders, data analysis sessions SPD Technical Analyst and/or other applicable staff, and community meetings.

Task 5: Training for Analysts and/or Officers
IDEA Analytics has a library of course instruction modules on investigations, analytical techniques and problem-solving. During site visits, these training sessions may be delivered to SPD staff to support the P-PERC project and the SPD’s effort to enhance their analytical capacity and address gun violence in the city.

Task 6: Develop Evaluation Plan and Final Report
Information gathered throughout Tasks 1 through 5 will contribute to the P-PERC Evaluation Plan. This plan will define the integration of qualitative and quantitative data of the project, environmental scans and demographics, and evaluation process. Details regarding the research methodology for crime analysis, as well as supporting treatment or dosage metrics of the project (e.g., placement of cameras, training delivery, patrol time-in area metrics). The final report will support both the grant requirements, as well as SPD’s objectives to share their success with additional small-agencies and the criminal justice field.

Summary of Deliverables:
IDEA Analytics proposes the following documents, images, research papers, and/or other materials to support P-PERC will be provided to SPD based on the tasks outlined above. Milestones and deadlines for these documents will be established upon award.

- Project Plan, Task 1
- Data Collection Plan, Task 2
- Monthly Data Reports, Task 2
- Quarterly Grant Report, Task 3
- Site visit agenda or documents, Task 4 (as applicable)
- Evaluation Plan, Task 6
- Final P-PERC Evaluation Report, Task 6

Presentations and Publications
Based on the progress of P-PERC, SPD may identify regional or national conferences to showcase the project for other small agencies. As these are identified, IDEA Analytics may support these as requested by the agency. This may include conferences identified by (e.g., IACP) or IDEA Analytics (e.g., IACA, regional crime analysis meetings). IDEA Analytics and SPD will work together as this becomes applicable to define support for events.

In addition to reports for the grant, IDEA Analytics may request to publish information on P-PERC, in part or in whole, in peer-reviewed journals for the academic fields. As this becomes applicable during this support, IDEA Analytics will provide SPD with paper proposals for approval and/or contributions.
Costs
Based on the tasks detailed above, IDEA Analytics proposes a firm-fixed price labor contract based on monthly deliverables and tasks for ongoing research and evaluation support. IDEA Analytics has estimated 3.3 days of support per month for the 24-month period in order to complete the proposed tasks. Total labor contract is $70,400 for grant period ($35,200 per year).

An additional travel budget is requested to accommodate the site visits for P-PERC meetings and/or trainings as detailed in Task 4 and Task 5. This budget was estimated on OPM federal per diem rates and allowances in 2018 (see Table 1). Total estimated travel budget is $9,022.32 ($4,511.16 per year).

Table 1. Estimated Annual Travel to Support P-PERC

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost per trip/night</th>
<th># of Trips per Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Phoenix to Charlotte roundtrip est. $500.00</td>
<td>$500.00</td>
<td>4</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$93/night + 10.93 tax based on 2018 OPM rates x 3 nights</td>
<td>$311.79</td>
<td>4</td>
<td>$1,247.16</td>
</tr>
<tr>
<td>Meals</td>
<td>$51.00 (per 2018 OPM rates)</td>
<td>$51.00</td>
<td>4</td>
<td>$204.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$70-day x 4 day trips x 4 trips</td>
<td>$210.00</td>
<td>4</td>
<td>$840.00</td>
</tr>
<tr>
<td>Rental Car Gas</td>
<td>($30 x per trip)</td>
<td>$30.00</td>
<td>4</td>
<td>$120.00</td>
</tr>
<tr>
<td>Parking, cabs, tolls</td>
<td>($25 x 1-person x 4 trips)</td>
<td>$25.00</td>
<td>4</td>
<td>$100.00</td>
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</table>

Estimated travel per year $4,511.16
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Year 1 Federal Request</th>
<th>Non-Federal Request</th>
<th>Year 2 Federal Request</th>
<th>Non-Federal Request</th>
<th>Year 3 Federal Request</th>
<th>Non-Federal Request</th>
<th>Year 4 Federal Request</th>
<th>Non-Federal Request</th>
<th>Year 5 Federal Request</th>
<th>Non-Federal Request</th>
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<tr>
<td>A. Personnel</td>
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<td>$0</td>
<td>$64,870</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$129,740</td>
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<tr>
<td>B. Fringe Benefits</td>
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<td>$0</td>
<td>$34,006</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$68,012</td>
</tr>
<tr>
<td>C. Travel</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,373</td>
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<td>D. Equipment</td>
<td>$173,000</td>
<td>$0</td>
<td>$173,000</td>
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<td>E. Supplies</td>
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<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>$1,851</td>
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<td>F. Construction</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>G. Subawards</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
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<td>H. Procurement</td>
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<td>$39,712</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>$79,424</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Other</td>
<td>$268,800</td>
<td>$0</td>
<td>$198,800</td>
<td>$0</td>
<td>$0</td>
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<td>$46,600</td>
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<tr>
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<td>$159,914</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$500,000</td>
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<tr>
<td>J. Indirect Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$340,686</td>
<td>$0</td>
<td>$159,914</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$500,000</td>
</tr>
</tbody>
</table>
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category: □ Public □ Council □ Manager □ Staff

Requested Council Meeting Date: May 15, 2018

Name of Group(s) or Individual(s) Making Request: Janet Gapen, Planning & Comm. Dev. Director

Name of Presenter(s):
Janet Gapen, Planning & Community Development Director

Requested Agenda Item:
Council to receive a report on a new pilot program for housing rehabilitation.

Description of Requested Agenda Item:
The proposed program, which would be focused in a pilot area along North Main Street initially and then the Salisbury High School area, will include both owner-occupied and rental rehabilitation components. If the program proves to be impactful on housing conditions and neighborhood appearance, it may be expanded to other areas in the future as funds are available.

Under the new program, homeowners in the pilot area would be eligible for deferred loans up to $20,000 for exterior rehabilitation, recorded as a deferred mortgage lien and forgiven after five years as long as the owner continues to own, occupy and maintain the property. There would be no match requirement for owner-occupied homes. Income-eligible applicants with more extensive home rehab needs will be referred for existing CDBG- and HOME-funded housing assistance.

Rental units within the pilot area would be eligible for grants up to $10,000. The rental property owner will contribute 25% match to the project and would be required to rent to a low-moderate income tenant.

Salisbury Community Development Corp. will manage the program in coordination with city staff. Program funding sources will include 2018-2019 CIP-programmed funds and private contributions.

Attachments: □ Yes □ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

At this time $400,000 is in the FY19 budget for West End Transformation that will be part of the funding for this program. Notification has been received that additional funding of $40,000 will come from a grant from the Robertson Foundation. A private donation made directly to CDC of $100,000 will also support this program.

Action Requested of Council for Agenda Item: This item is presented for informational purposes and for consensus of the Council to proceed with program development and launch.

Contact Information for Group or Individual: Janet Gapen, j.gape@salisburycnc.gov 704.638.5230
☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☑ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

[Signatures]
Finance Manager Signature

[Signatures]
Department Head Signature

[Signatures]
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date***

For Use in Mayor’s Office Only

☐ Approved

☐ Declined

Reason:
A New Housing Rehabilitation Grant Program

May 15, 2018

Program Purpose

- Implement adopted neighborhood plans and goals related to housing rehabilitation
- Provide highly-focused housing improvements to maximize impact within a defined area
- Stabilize property values
- Stimulate additional private investment in surrounding neighborhood
- Improve appearance of gateways and corridors
- Retain and preserve existing housing
- Assist elderly, special needs and low-moderate income households
Overview

- Initial start-up: North Main Street and Salisbury High School area
- Implements area plan goals: North Main St. Small Area Plan, West End Transformation
- All work managed and bid by partner housing development org. (e.g., CDC)
- Adherence to design guidelines in historic districts
- Property owners in the start-up area will be notified when program launches
- Pilot program, possible expansion to other areas

Windshield Survey

<table>
<thead>
<tr>
<th>NORTH MAIN STREET AREA</th>
<th>99 Homes</th>
<th>Absentee (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantial Rehab</td>
<td>24 Homes</td>
<td>58%</td>
</tr>
<tr>
<td>Major Rehab</td>
<td>37 Homes</td>
<td>32%</td>
</tr>
<tr>
<td>Minor Improvement</td>
<td>32 Homes</td>
<td>35%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SALISBURY HIGH SCHOOL AREA</th>
<th>168 Homes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantial Rehab</td>
<td>4 Homes</td>
<td>100%</td>
</tr>
<tr>
<td>Major Rehab</td>
<td>29 Homes</td>
<td>58%</td>
</tr>
<tr>
<td>Minor Improvement</td>
<td>135 Homes</td>
<td>78%</td>
</tr>
</tbody>
</table>
Owner-Occupied Rehab

- Exterior rehab
- Maximum grant $20,000
- Recorded as deferred mortgage lien, forgivable after 5 years
- Provided owner continues to own and occupy property as primary residence
- No match required
- Prioritize applications based on income, elderly, special needs households
- Income-eligible applicants with more extensive housing needs will be referred for CDBG/HOME assistance

Renter-Occupied Rehab

- Exterior rehab
- Maximum grant $10,000
- Rental property owner match $2,500
- Maximum total project costs of $12,500
- Recorded as deferred mortgage lien, forgivable after 5 years
- Requirement to rent to low-moderate income hh
Volunteer Work Day

- Companion program to energize neighborhood and leverage volunteers and groups looking for community service projects
- Engage local churches, civic groups, clubs
- Modeled after BlockWork
- Tackle landscaping, porch repairs, light carpentry projects to boost curb appeal

Program Funding

$400,000 CIP FY19
$40,000 Private foundation grant
- Private donor funds
- CDBG and HOME funds (income-eligible)
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  ☒ Public  ☒ Council  ☐ Manager  ☐ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Mayor Heggins

Name of Presenter(s):  Mayor Heggins and Councilwoman Alexander

Requested Agenda Item:  Update on Suggested Rules of Procedure

Description of Requested Agenda Item:

Attachments:  ☐ Yes  ☒ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Update on Suggested Rules of Procedure

Contact Information for Group or Individual:  Mayor Heggins, 704-638-5231

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

____________________________________________________________
Finance Manager Signature   Department Head Signature

____________________________________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  ☐ Public  ☒ Council  ☐ Manager  ☐ Staff

Requested Council Meeting Date:    May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Councilmember Karen Alexander

Name of Presenter(s):  Councilmember Karen Alexander

Requested Agenda Item:  Presentation

Description of Requested Agenda Item:  Provide information regarding the services renders by KKA architecture, PA that pertains to the Salisbury Customer Service Center

Attachments:  ☐ Yes  ☒ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:

☐ Consent Agenda  (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ Regular Agenda  (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

_________________________________  ________________________
Finance Manager Signature  Department Head Signature

______________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  [ ] Public  [ ] Council  [ ] Manager  [X] Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Kelly Baker

Name of Presenter(s):

Requested Agenda Item:  Council to consider making appointments to boards and commissions. A worksheet is attached showing the current number of seats open either through vacancies or members who are rolling off of the board for each the boards and commissions.

Description of Requested Agenda Item:

Attachments:  [X] Yes  [ ] No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

There is no fiscal impact.

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Council to consider making appointments to boards and commissions.

Contact Information for Group or Individual:  Kelly Baker, 704-638-5233

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

________________________________________  __________________________________________
Finance Manager Signature  Department Head Signature

Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
### Alternate Methods of Design Commission

<table>
<thead>
<tr>
<th>Current Member</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Wagoner</td>
<td>3/31/18</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
Tenkamenin Crowder

**Notes:** Members shall have demonstrated experience, education, or licensure in the design, construction, and/or development field.

### Community Appearance Commission

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 1 Member</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levonia Corry</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jane Creech</td>
<td>The CAC is seeking individuals with construction and/or design experience.</td>
</tr>
<tr>
<td>Jane Creech</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Carlton Jackson, Jr.</td>
<td></td>
</tr>
<tr>
<td>Carlton Jackson, Jr.</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Levonia Corry</td>
<td></td>
</tr>
<tr>
<td>Vacant (Judy McDaniel)</td>
<td>3/31/18</td>
<td>n/a</td>
<td>Lewellen Padgett</td>
<td></td>
</tr>
<tr>
<td>Karl Sale</td>
<td>3/31/18</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
Nancy Vick

### Greenway Committee

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darryl Blackwelder</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Darryl Blackwelder</td>
<td></td>
</tr>
<tr>
<td>Edward Hirst</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Edward Hirst</td>
<td></td>
</tr>
<tr>
<td>Lisa Wear</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Lisa Wear</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**

**Notes:**

### Historic Preservation Commission

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Planovsky</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jon Planovsky</td>
<td>All members must have a demonstrated interest, competence, or knowledge in historic preservation. The Certified Local Government must document in writing its good faith effort to appoint professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or other related disciplines, to the extent such professionals are available in the community and willing to serve. The CLG program recognizes that a mix of professional and lay members makes the strongest commission.</td>
</tr>
<tr>
<td>Elizabeth Trick</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Elizabeth Trick</td>
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</tr>
<tr>
<td>Mr. Jonathan Chamberlain</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Larry Richardson</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/20</td>
<td>n/a</td>
<td>Steven Cobb</td>
<td></td>
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**Applicants:**
William Boyd
Kaloni Brincefield
Edword Clark
Steven Cobb
Emelia Duren
Larry Richardson
**Housing Advocacy Commission**

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
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<th>All Vacancies Filled</th>
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</thead>
<tbody>
<tr>
<td>Greta Conner</td>
<td>3/31/18</td>
<td>No</td>
<td>Greta Conner</td>
</tr>
<tr>
<td>Jayne Helms (Landlord)</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jayne Helms</td>
</tr>
<tr>
<td>Sean Meyers</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Sean Meyers</td>
</tr>
</tbody>
</table>

**Applicants:**

- Katherine Boyd
- Michael Brown
- Myra Byarm
- Rocky Cabagnot
- Frances Day
- Emilia Duren
- Velveeta Reid-Hairston
- Heather Fidler
- Jayne Land
- Whitney Peckman
- John Struzick
- Bianca Warren

**Notes:** Seats have been designated for representatives from Neighborhoods, Landlords and At-large.

---

**Human Relations Council**

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie Boone-Carroll</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Annie Boone-Carroll</td>
</tr>
<tr>
<td>Lorenzo Debose</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Lorenzo Debose</td>
</tr>
<tr>
<td>Linda Hunt (resigned)</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**

- Katherine Boyd
- William Boyd
- Kaloni Brincefiled
- Myra Byarm
- Tenkamemin Crowder
- Frances Day
- Emelia Duren
- Whitney Peckman
- John Struzick
- Kelly Vanager
- Biana Warren
- Latasha Wilks

**Notes:** Eight members of the HRC are appointed by City Council and eight members are appointed by the HRC.

---

**Hurley Park Advisory Board**

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Davis</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Kathryn Davis</td>
</tr>
<tr>
<td>Laura Thompson</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Laura Thompson</td>
</tr>
</tbody>
</table>

**Applicants:**

- Annie Boone-Carroll
- Latasha Wilks

**Notes:** The City will ensure that a member of the Hurley Family Foundation and a person who lives within 100 feet of the park are appointed to the board.
### Parks and Recreation Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 1 Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roy Bentley</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Roy Bentley</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Russell Smyre</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- George Benson
- William Boyd
- Heather Fidler
- Jon Post
- Kelly Vanager
- Nancy Vick
- Latasha Wilks

**Notes:**

### Planning Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>Need 2 ETJ Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Canup (ETJ)</td>
<td>3/31/18</td>
<td>No</td>
<td>Cress Goodnight</td>
</tr>
<tr>
<td>Cress Goodnight</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Jon Post</td>
</tr>
<tr>
<td>Jon Post</td>
<td>3/31/18</td>
<td>Yes</td>
<td>John Struzick</td>
</tr>
<tr>
<td>Randy Reamer (ETJ)</td>
<td>3/31/18</td>
<td>No</td>
<td>Patricia Ricks</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/20</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**Applicants:**
- Michael Brown
- Myra Byarm
- Edword Clark
- Heather Fidler
- Velveeta Reid-Hairston
- Jayne Land
- Whitney Peckman
- Russell Smyre
- Kelly Vanager

**Notes:**

### Transportation Advisory Board

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Brindle</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Wendy Brindle</td>
</tr>
<tr>
<td>Cynthia Kaminski</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Cynthia Kaminski</td>
</tr>
<tr>
<td>Gary Price, Jr. (County Service)</td>
<td>3/31/18</td>
<td>Yes</td>
<td>Gary Price, Jr.</td>
</tr>
</tbody>
</table>

| Laura Schmidt (V.A.) | 3/31/18 | Yes | Laura Schmidt |

**Applicants:**
- George Benson
- Michael Brown
- Rocky Cabagnot
- Velveeta Reid-Hairston

**Notes:** Membership shall be representative of the population of the service area and include representatives from human service agencies, transportation providers, business sector, government sector, and the public within the service area.
<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expires</th>
<th>Eligible for Reappointment</th>
<th>All Vacancies Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Lewis</td>
<td>3/31/18</td>
<td>No</td>
<td>Katherine Boyd</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/17</td>
<td>n/a</td>
<td>Carolyn Brown</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/18</td>
<td>n/a</td>
<td>Edward Clark</td>
</tr>
<tr>
<td>Vacant</td>
<td>3/31/19</td>
<td>n/a</td>
<td>Melisa Williams</td>
</tr>
</tbody>
</table>

**Ae.e.Jicants:**

**Notes:**
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category: ☐ Public ☐ Council ☒ Manager ☐ Staff

Requested Council Meeting Date: May 15, 2018

Name of Group(s) or Individual(s) Making Request: Financial Services Department

Name of Presenter(s): Shannon Moore

Requested Agenda Item: Presentation of the City of Salisbury’s FY2018-2019 proposed budget and consider setting a date for the public hearing.

Description of Requested Agenda Item: In accordance with GS 159-11(b), the budget, together with a budget message, shall be presented to the governing board not later than June 1. The City Manager will present his proposed annual budget for FY2018-2019 to the City Council.

Attachments: ☐ Yes ☒ No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: Receive information and set a date for the public hearing.

Contact Information for Group or Individual: Shannon Moore 704-216-8026

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

X MANAGERS COMMENTS

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature ____________________________ Department Head Signature ____________________________

Budget Manager Signature ____________________________

****All agenda items must be submitted at least 7 days before the requested Council meeting date***

For Use in Mayor’s Office Only

☐ Approved ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  ☑ Public  ☐ Council  ☐ Manager  ☑ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Parks and Recreation/Communications/DSI

Name of Presenter(s):  Larissa Harper, Linda McElroy, Nick Aceves

Requested Agenda Item:  Update on Cheerwine Festival

Description of Requested Agenda Item:  This will provide an update on the Cheerwine Festival and logistics for the event on Saturday, May 19th in downtown Salisbury. Logistics include: parking, vendors, downtown map, drink proceeds, street closures, detours, etc.

Attachments:  ☑ Yes  ☐ No  Power Point

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:  Nick Aceves 704-638-5299

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☑ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

__________________________________  ____________________________
Finance Manager Signature  Department Head Signature

__________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****
The Cheerwine Festival
Salisbury, NC
May 19, 2018 10:00 AM-8:00 PM
2018 CHEERWINE FESTIVAL

- **Saturday, May 19, 10 A.M. to 8 P.M.**
- **Family-friendly event hosted by the City and Cheerwine, sponsored by Hotwire Communications and F&M Bank**
- **Anticipating 10,000+ visitors to our city**
- **Event includes Kids Zone, musical acts, beer garden, merchandise sales**
- **Official drink sales benefit Rowan Helping Ministries, recycling benefits Faithful Friends Animal Sanctuary**
SCHEDULE OF EVENTS

F&M BANK KIDS ZONE
• 10:00 AM-5:00 PM—STILT WALKER
• 10:00 AM-5:00 PM—ACTIVITIES IN THE F&M BANK KIDS ZONE TENT
• 10:00 AM-6:00 PM—CIRCUS DAZE
• CIRCUS SHOWS AT 11:00 AM, 2:30 PM, AND 5:00 PM
• 10:00 AM-8:00 PM—FACE PAINTING PARTY GIRLS
• 10:00 AM-8:00 PM—YOUR EVENT SOURCE INFLATABLES AND ROCK CLIMBING WALL

HOTWIRE STAGE
• 11:00 AM-NOON—BIG TEZ SHERARD, JAMIE WRIGHT, AND THE RHYTHM SECTION
• 12:30-1:30 PM—CASSETTE REWIND
• 2:00-3:00 PM—GUMP FICTION
• 3:30-4:30 PM—TRAVERS BROTHERSHIP
• 5:00-6:00 PM—JIVE MOTHER MARY
• 6:30-8:00 PM—SISTER HAZEL
PARKING

- Parking will utilize private lots, on street parking, and public lots downtown as well as two satellite lots (RCCC and West End Plaza)
ROAD CLOSURES

PRIOR TO THE EVENT

• 200 BLOCK OF N. MAIN ST. BETWEEN LIBERTY ST. AND COUNCIL ST. CLOSES AT 8:00 PM, FRIDAY, MAY 18
• 100 BLOCK OF N. MAIN ST. AND 100 AND 200 BLOCKS OF S. MAIN ST. BETWEEN INNES AND BANK ST. WILL CLOSE AT 12:00 AM SATURDAY, MAY 19 (ADDITIONALLY 100 BLOCKS OF E. AND W. COUNCIL, E. AND W. FISHER WILL CLOSE AT 12:00 AM)
• 100 BLOCKS OF E. AND W. INNES ST. WILL CLOSE AT 6:00 AM, SATURDAY, MAY 19.
• PORTABLE MESSAGE BOARDS IN TOWN AND OVERHEAD MESSAGE BOARDS ON I-85 WILL ANNOUNCE DETOURS

AFTER THE EVENT

• 100 BLOCKS OF E. AND W. INNES ST. WILL RE-OPEN AT 9:00 PM, SATURDAY, MAY 19
• ALL OTHER ROAD CLOSURES WILL RE-OPEN AT 1:00 AM, SUNDAY, MAY 20 (WILL RE-OPEN SOONER IF ROADS ARE CLEAR OF VENDORS AND EVENT MATERIALS)
SAFETY & SANITATION
FESTIVAL LAYOUT
FREQUENTLY ASKED QUESTIONS
CHEERWINE OFFICIAL TENT PROCEEDS

• ALL PROCEEDS FROM CANNED DRINKS SOLD AT THE OFFICIAL CHEERWINE TENT WILL SUPPORT ROWAN HELPING MINISTRIES

• ALL CANS COLLECTED DURING THE EVENT WILL GO TO FAITHFUL FRIENDS IN SUPPORT OF THEIR ORGANIZATION
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  □ Public  □ Council  □ Manager  ☒ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Dixonville-Lincoln Memorial Project Task Force

Name of Presenter(s):  

Requested Agenda Item:  Ministers of Comedy event announcement

Description of Requested Agenda Item:
The Dixonville-Lincoln Memorial Project Task Force will host “Ministers of Comedy” Thursday, May 17, 2018 at 6:00 p.m. at the Salisbury Civic Center. Come laugh with the community and local pastors. Tickets are $10. To purchase tickets please call (704) 252-1630 or (704) 645-8710. Tickets will also be available at the door. Ticket sales will benefit the Dixonville-Lincoln Memorial. The event is open to the public.

Attachments:  □ Yes  ☒ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:  Alyssa Nelson 704.638.5235

☐ Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☐ Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

_________________________________  ______________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****
Salisbury City Council
Agenda Item Request Form

Please Select Submission Category:  ☐ Public  ☐ Council  ☐ Manager  ☒ Staff

Requested Council Meeting Date:  May 15, 2018

Name of Group(s) or Individual(s) Making Request:  Salisbury Parks and Recreation Department

Name of Presenter(s):  Announcement

Requested Agenda Item:  Movies in the Park

Description of Requested Agenda Item:  The Salisbury Parks and Recreation Department will hold Movies in the Park on Friday, May 25, 2018 at City Park. The movie, Beauty and the Beast, will begin at 9:00 pm. Concessions will be available for purchase. Bring a blanket or a chair and enjoy fun family time. This event is free and open to the public. For more information, please call (704) 216-PLAY.

Attachments:  ☐ Yes  ☒ No

Fiscal Note:  (If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item:  (Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual:
Vivian Koontz
704-638-5294

☐ Consent Agenda  (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

☒ Regular Agenda  (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

_________________________________  ___________________________________
Finance Manager Signature  Department Head Signature

_________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date***

For Use in Mayor’s Office Only

☐ Approved  ☐ Declined

Reason:
Salisbury City Council
Agenda Item Request Form

<table>
<thead>
<tr>
<th>Please Select Submission Category:</th>
<th>□ Public</th>
<th>□ Council</th>
<th>□ Manager</th>
<th>☒ Staff</th>
</tr>
</thead>
</table>

**Requested Council Meeting Date:** May 15, 2018

**Name of Group(s) or Individual(s) Making Request:** Community Appearance Commission and Housing Advocacy Commission

**Name of Presenter(s):**

**Requested Agenda Item:** 2018 Blockwork applications announcement

**Description of Requested Agenda Item:** The 2018 Blockwork event has been scheduled for Saturday, October 27, 2018, on national Make a Difference Day. Applications are now being accepted for neighborhood participation through the Community Planning Office. Applications and guidelines are available online at www.salisburync.gov/Blockwork. All applications are due by June 15, 2018.

**Attachments:** □ Yes   ☒ No

**Fiscal Note:** *(If fiscal note requires approval by finance department because item exceeds $100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

**Action Requested of Council for Agenda Item:** *(Please note if item includes an ordinance, resolution or petition)*

**Contact Information for Group or Individual:** Alyssa Nelson 704.638.5235

**Consent Agenda** *(item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)*

**Regular Agenda** *(item to be discussed and possibly voted on by Council)*

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**FINANCE DEPARTMENT INFORMATION:**

________________________________________  ______________________________________
Finance Manager Signature                  Department Head Signature

________________________________________
Budget Manager Signature

****All agenda items must be submitted at least 7 days before the requested Council meeting date****

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For Use in Mayor’s Office Only

□      Approved  □  Declined